

3 October 1983

MEMORANDUM FOR: DCI Components/See Distribution

FROM :
DCI Logistics Officer

STAT

SUBJECT : Accountable Property Inventory

1. The auditors are coming! The auditors are coming! By COB 14 October 1983, I will need a complete list of all accountable equipment with serial numbers to verify DCI Logistics records. This would include typewriters, calculators, dictation equipment, projection equipment, lateral files, and personal appeal items such as radios and televisions. If it isn't furniture or when in doubt, add it to the list.

2. Attached you will find lists for the property in your branch or office. Please confirm each piece of equipment for your area. If an item is NOT listed, or an item is assigned to a particular person, please add it.

3. I appreciate your help. If you have any questions, please call me on

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Ex Dir - 1	DCI/LOGS - 1
PS - 1	
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